Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before an individual can submit grant application packages electronically through Grants.gov. The registration process can take **up to a day** to complete.

> *Note: If you are a grant applicant, who is submitting a grant application on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the http://www.grants.gov/section3/OrganizationRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.*

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Have you registered with the Credential Provider? • Go to http://apply.grants.gov/IndCPRegister to obtain a username and password. • You will need to know the Funding Opportunity Number for the grant application package that you intend to apply for on Grants.gov.	• Receive a username and password to submit applications through Grants.gov. • Your username and password serves as an "electronic signature." • Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be.	• Same Day. • You will receive a username and password when you submit your information.	
2. Have you registered with Grants.gov? • Go to http://apply.grants.gov/IndGGRegister and enter the username and password you received when you registered with the Credential Provider to create a Grants.gov account to submit applications.	• You need to register with Grants.gov to obtain an account to submit applications and track the status of submitted applications.	• Same Day • You will be registered when you submit your information.	